



PREQUALIFICATION DOCUMENT

REGISTRATION OF SUPPLIERS FOR THE SUPPLY OF GOODS AND SERVICES FY 2025 - 2027

APPLICANTS NAME:

CATEGORY NO:

ITEM NAME:

IF SPECIAL GROUP PLEASE INDICATE BELOW: (☐)

WOMEN ☐

YOUTH ☐

PERSONS WITH DISABILITY ☐



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MINISTRY OF EDUCATION
KARUMO TECHNICAL TRAINING INSTITUTE

P. O. Box 276 - 60602, KIANJAI.

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**KARUMO TECHNICAL
TRAINING INSTITUTE**

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEAR 2025-2027

Karumo Technical Training Institute invites applications from interested and eligible suppliers for pre-qualification/registration of suppliers for the financial year 2025-2027

| CATEGORY A – GOODS AND MATERIALS | | | |
|----------------------------------|------------------------|--|-------------|
| NO | TENDER NO. | DESCRIPTION | ELIGIBILITY |
| 1. | KTTI/PRE/2025/2027/01 | Supply and delivery of Building materials | Open |
| 2. | KTTI/PRE/2025/2027/02 | Supply and delivery of Hardware materials | Open |
| 3. | KTTI/PRE/2025/2027/03 | Supply and delivery of toners, printing cartridges and photocopier ink | Open |
| 4. | KTTI/PRE/2025/2027/04 | Supply and delivery of Office stationery | Open |
| 5. | KTTI/PRE/2025/2027/05 | Supply and delivery of Electrical and Electronic materials | Open |
| 6. | KTTI/PRE/2025/2027/06 | Supply and delivery of Farm Inputs | Open |
| 7. | KTTI/PRE/2025/2027/07 | Supply and delivery of Fuel and Lubricants | Open |
| 8. | KTTI/PRE/2025/2027/08 | Supply and delivery of Sports Uniform and games equipment | Open |
| 9. | KTTI/PRE/2025/2027/09 | Supply and delivery of Uniform and protective clothes | Open |
| 10. | KTTI/PRE/2025/2027/10 | Supply and delivery of Library books and materials | Open |
| 11. | KTTI/PRE/2025/2027/11 | Supply and delivery of Computer hardware and Accessories | Open |
| 12. | KTTI/PRE/2025/2027/12 | Supply and delivery of General shop items | Open |
| 13. | KTTI/PRE/2025/2027/13 | Supply and delivery of Pharmaceuticals | Open |
| 14. | KTTI/PRE/2025/2027/14 | Supply and delivery of Office Furniture | Open |
| 15. | KTTI/PRE/2025/2027/15 | Supply and delivery of Printed Stationery materials(brochures, examination booklets, industrial attachment booklets, envelopes etc.) | Open |
| 16. | KTTI/PRE/2025/2027/16 | Supply and delivery of Dry Groceries | Open |
| 17. | KTTI/PRE/2025/2027/17 | Supply and delivery of Green Groceries | Open |
| 18. | KTTI/PRE/2025/2027/18 | Supply and delivery of Butcher products | Open |
| 19. | KTTI/PRE/2025/2027/19 | Supply and delivery of Kitchenware items, Cutlery and Home appliances | Open |
| 20. | KTTI/PRE/2025/2027/20 | Supply and delivery of Bedding materials (mattresses, blankets, sheets etc.) | Open |
| 21. | KTTI/PRE/2025/2027/21 | Supply and delivery of salon and beauty appliances and products | Open |
| 22. | KTTI/PRE/2025/2027/22 | Supply and delivery of clothing technology training materials and workshop (fashion & design) related supplies | Open |
| 23. | KTTI/PRE/2025/2027/23 | Supply of motor vehicle tyres, batteries and accessories | Open |
| 24. | KTTI/PRE/2025/2027/24 | Supply and delivery of automotive materials, tools and equipment | Open |
| 25. | KTTI/PRE/2025/2027/25 | Supply and delivery of software | Open |
| 26. | KTTI/PRE/2025/2027/26 | Supply and delivery of intercom and walkie talkie and their accessories | Open |
| CATEGORY B – SERVICES | | | |
| 27. | KTTI/PRE/2025/2027/27 | Provision of Security Services | Open |
| 28. | KTTI/PRE/2025/2027/28 | Provision of repairs and maintenance for computers, copier and printers | Open |
| 29. | KTTI/PRE/2025/2027/29 | Provision of Insurance for institutes Assets and workshop Equipment | Open |
| 30. | KTTI/PRE/2025/2027/30 | Provision of Insurance for cover students (group cover) and employees | Open |
| 31. | KTTI/PRE/2025/2027/31 | Provision of Insurance for cover for motor vehicles | Open |
| 32. | KTTI/PRE/2025/2027/ 32 | Provision of Firefighting equipment and maintenance services | Open |
| 33. | KTTI/PRE/2025/2027/33 | Provision of solar installation, repair and maintenance services | Open |
| 34. | KTTI/PRE/2025/2027/34 | Provision of Cleaning and Sanitary Bin services | Open |
| 35. | KTTI/PRE/2025/2027/35 | Provision of Vehicle Repairs and Maintenance | Open |
| 36. | KTTI/PRE/2025/2027/36 | Provision of Catering Services | Open |
| 37. | KTTI/PRE/2025/2027/37 | Provision of building and Small Construction works | Open |
| 38. | KTTI/PRE/2025/2027/38 | Provision of consultancy services | Open |
| 39. | KTTI/PRE/2025/2027/39 | Provision of Electrical works /Installation Services | Open |

| | | | |
|-----|-----------------------|---|------|
| 40. | KTTI/PRE/2025/2027/40 | Provision of Interior Design, Landscaping and Gardening | Open |
| 41. | KTTI/PRE/2025/2027/41 | Provision of CCTVs and Bio-metric Services | Open |
| 42. | KTTI/PRE/2025/2027/42 | Provision of Levelling/Field grading services | Open |
| 43. | KTTI/PRE/2025/2027/43 | Provision of Legal Services | Open |
| 44. | KTTI/PRE/2025/2027/44 | Provision of student hostels (within the community around the institute) | Open |
| 45. | KTTI/PRE/2025/2027/45 | Provision of asset valuation services | Open |
| 46. | KTTI/PRE/2025/2027/46 | Servicing & Repair of sewing machines | Open |
| 47. | KTTI/PRE/2025/2027/47 | Provision of conference facilities | Open |
| 48. | KTTI/PRE/2025/2027/48 | Provision of event management services (tents, decoration services, sound system, entertainment and related services) | Open |
| 49. | KTTI/PRE/2025/2027/49 | Provision of generator servicing services | Open |
| 50. | KTTI/PRE/2025/2027/50 | Provision of intercom repairs and maintenance | Open |
| 51. | KTTI/PRE/2025/2027/51 | Provision of repair and maintenance for operational machines (high pressure pump, fridges e.t.c) | Open |

The interested eligible bidders may download the tender documents containing full details and conditions of tendering from the **institute’s website www.karumotti.ac.ke** or the **Public Procurement Information portal at www.tenders.go.ke FREE OF CHARGE**. The documents can also be obtained from the **Procurement Office** upon payment of a non – refundable fee of **Kshs1000** at the finance office during working hours (**8.00 a.m. to 5.00p.m**) from **Monday to Friday**.

Completed tender documents enclosed in plain sealed envelopes clearly marked with the **“relevant category number and item name description”** should be Addressed to;

The Principal
Karumo Technical Training Institute
P. O. Box 276-60602, Kianjai.

And be deposited in the tender box situated at the administration block reception **on or before 4th June 2025 at 11:00 A.M** .Tenders will be opened immediately after closing time in the presence of bidders or their representatives who choose to attend in the Institute’s Boardroom.

Late bids will not be accepted and shall be

returned unopened NB;

- 1. Reserved groups (women, Youth and People with Disabilities) are encouraged to apply**
- 2. Those who wish to be registered in more than one category will be required to download additional registration documents for each category**



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SECTION B

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in part 1 and either part 2(a), 2(b) or 2(c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form.

Part 1) General

Business Name.....
Location of Business Premises.....
Plot No.....
Street/Road.....
Postal Address.....
Tel No.....
Nature of Business.....
Current Trade License No.....
Expiring Date.....
Maximum value of business which you can handle at any one time, Ksh.....
Name of your bankers.....
branch.....
Are you an agent of Kenya national trading corporation? Yes/no.....

Part 2 (a) Sole Proprietor

Your name in full.....
Age.....
Nationality.....
Country of Origin.....

Part 2 (b) Partnership

Give details of partner as follows:-

Name nationality citizenship details share

.....

.....

.....

.....

.....

Part 2 (c) Registered Company

Private or Public.....

State the nominal and issued capital of the company-

Nominal Kshs.....

Issued Ksh.....

Give details of directors as follows:-

Name your nationality and citizenship details

.....

.....

.....

.....

Date.....

Signature of the tenderer.....

*if a Kenyan citizen, indicate under “citizenship” whether by birth, naturalization or registration.



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SECTION C

Full name of applicant.....

Gender: F/M..... Age.....

PWD (if any specify)

.....

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We.....

(Name of the Sole proprietor/company/firm)

Postal Address..... Code

Mobile/Tel No..... Email Address.....

(Provide an active email address and phone number and ensure they are captured well)

Town..... Street.....

Name of Building.....

Floor No..... Room/Office No.....

Gender.....F/M.....Age.....

PWD (if any specify).....

Hereby apply for registration as supplier(s) of.....

.....

.....

Signature of Applicant..... Date:

Official stamp:

Other Branches Location includes:

1.

2.



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SECTION D

STATUS OF COMPLIANCE WITH STATUTORY REQUIREMENTS

1. State VAT Registration No..... Pin No.....
attach proof of being up-to-date in VAT and income tax returns

2. State any technological innovations or specific attributes which distinguishes you with your competitors.....

.....
.....

State any quality assurance certification e.g. ISO 9000 held by the company

.....
.....
.....
.....
.....



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SECTION E

FINANCIAL POSITION AND TERMS OF TRADE

1. Assets and liabilities:-

- 1) Total assets in Kshs.....
- 2) Current assets in Kshs.....
- 3) Total liabilities in Kshs.....
- 4) Net worth (total assets-total liabilities).....
- 5) Working capital Kshs.....

(Total asset- net worth)

Indicate terms of sales/trade:-

- (i) Cash on delivery
- (ii) Credit period Yes/No delete as appropriate.
If yes indicate number of days.....
- (iii) Upfront payment/down payment Yes/No delete as appropriate.
If yes state percentage.....

Referee:-

1. Name of the company.....
Address.....
Name of contact person.....
Signature and date.....

Declaration:

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to so. Any inaccuracy in the information filled here will be used as ground for removal from or termination of the qualification process.

Signature: For and on behalf of:

Position in Company/Business:

Date:



SECTION F

SPECIAL CONDITIONS TO BE MET

CONDITIONS TO BE MET BY THE APPLICANT

- Must be a registered firm in Kenya with a Certificate of Registration/ Incorporation. Attach copy.
- Must be a Kenya Revenue Authority (KRA) compliant and up to date with income tax and VAT returns. Attach copy of VAT, Pin Certificates & a valid tax compliance certificate.
- Must provide copy of current relevant trade license. Attach copy.
- Must have fixed business premises.
- Must be financially capable. Attach copy of certified audit report for the last 2years
- Attach evidence of similar services rendered to other tertiary institutions e.g. LPO,LSO, recommendation letters etc
- Dully filled business questionnaire and Form of Tender.
- Evidence of adequate equipment and key personnel for the specified type of work.
- Copy of workman's compensation and Group Personal Accident Insurance, Third Party or Public Liability Insurance.
- Letter of Compliance issued by Ministry of Labour and showing compliance to Labour Requirements and in particular compliance to payment of minimum wage.
- Membership association certification to a professional body (security services).